

ODP-81-1743

23 DEC 1981

MEMORANDUM FOR: [REDACTED]  
Personnel Officer, DDA

FROM: [REDACTED]  
Deputy Director of Data Processing

SUBJECT: Personnel Evaluation Precepts Report

1. We have reviewed the package of materials related to the Personnel Evaluation Precepts you sent to us on 14 December 1981.

2. Each member of the MZ Board and all of the panel chairmen in ODP reviewed the materials. There is a consensus among all of us to leave things alone. Panels and boards have learned to use the current system. It is not clear to us that changes taken now will result in any identified payoff. Indeed, the report of interviews with Agency managers itself conveys that message repeatedly throughout.

cc: PO/ODP

DD/ODP, [REDACTED]kf 23 December 1981

Distribution:

- 1 - Addressee
- 1 - PO/ODP
- 2 - O/D/ODP
- 2 - ODP Registry

ASSUMPTION: The Agency will be guided by the concerns of its senior managers in the application of the Precepts for CIA Evaluation Boards and Panels. Specifically, no changes will be made in the following areas:

- The manner in which officers are evaluated;
- The requirement that all officers be evaluated by panels, in order to ensure equity in the officer corps and enable employees to maintain their sense of worth;
- The flexibility currently found in the Precepts, so that judgment can be used;
- The use of the wording "at least annually" as it applies to annual evaluations, so as not to legislate out more frequent evaluations; and
- The determination that languages should not be a Factor on which all Agency employees are judged, uniformly.

The courses of action that follow describe possible areas of change.

IMMEDIATE ACTION:

1. Clarify to office Directors their option to promote from lower Categories.
2. Continue to judge potential, emphasizing to managers that the proper weights given it, performance, and value to the Agency must be a judgment call and therefore that, depending on the grade and position occupied, the weights given the three elements perhaps should vary.
3. Stress that the amount of reporting that must be done on Category IV employees is not justification for failing to place personnel in that Category. Remind offices that there is a direct requirement for action on these employees, but stress that this action need not be punitive--that, it could be training, for example, or counseling, or reassignment.
4. Clarify to offices that they need not use a numerical ranking system.
5. Stress that time-in-grade guidelines are just that--guidelines, not rules--and that time in grade should not be the overriding factor in any promotion decision.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Personnel Evaluation Precepts Report

FROM:

Personnel Officer, DDA  
7C-18, Headquarters

EXTENSION

NO.

DATE

14 December 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director/ODP  
2D-00, Hqs.

12/15

J

2. *Action*  
*DD/ODP done 12/24*

Mr. Fitzwater will be attending a Personnel Management Advisory Board (PMAB) Meeting on 6 January 1982. The PMAB will be discussing the Personnel Evaluation Precepts. In preparation for this meeting, we would appreciate your review and comments/suggestions prior to this meeting.

These responses should be received in the DDA/CMO, 7C-18, Hqs. no later than 24 December 1981.

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FORM 1-79

610 USE PREVIOUS EDITIONS